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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Management Officer, Management  
Improvement Staff

DATE: 1 April 1954

FROM : Chief, Records Management Branch, MIS

SUBJECT: Procurement of Security Desk Trays

1. In my last discussion with you on this matter, you proposed that action be taken to procure the entire quantity of trays required instead of contracting for the 50 trial trays we have proposed. You were of the opinion that the contract could include a provision for submittal of a pilot model for agency approval before acceptance of the entire lot.

2. We have been informed by [ ] of the Procurement Division of the Logistics Office that the overall tray requirements must be contracted for on a bid basis and that the drawings and specifications must be detailed with respect to all construction features. It is true that provisions can be made to examine a pilot model to see that it meets these specifications but the specifications cannot be changed if any particular construction feature is unsatisfactory. It is for this reason that Mr. [ ] proposed the purchase of the 50 trial models with the understanding that the manufacturer develop and include a satisfactory latching system.

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3. It was our opinion and [ ] that trial trays in the quantity proposed should be ordered not only to give the latching device an adequate test but also to cover the development cost, which the manufacturer agrees to assume in accepting the order at the price agreed upon.

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4. The memorandum we previously discussed is attached for your further consideration.

Attachment

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ORIGINAL DOCUMENT MISSING PAGE(S):

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